
	<b>LOS LUNAS POLICE DEPARTMENT</b>	
	ADMINISTRATION	NUMBER: ADM.31.01
	EFFECTIVE DATE: May 11, 2010	
	SUBJECT: Debts	
		REVIEW DATE: July 17, 2015
AMENDS/ SUPERSEDES:		NMSA:
NMMLEPSC STANDARDS:		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature

## I. POLICY

- A. Employees are cautioned about personal debts of any kind which could influence their decision in the performance of their duty. Creditors who contact the Chief of Police for assistance in collecting past due accounts will be requested to notify the Chief of Police in writing. A copy of correspondence shall be placed in the employees personnel file.

## II. PROCEDURES

- A. Each individual employee of this agency will be responsible for his/her legal obligations which include payment of legitimate debts on a timely basis.
- B. Employees shall arrange their personal financial affairs so that creditors and collection agencies will not be required to use the office of the Chief of Police for the purpose of making collections.
- C. Law enforcement officers will remember the Code of Ethics and how failure to pay legitimate debts will be considered as a violation of this code.
- D. Failure to pay legitimate debts in a timely manner shall be sufficient grounds for termination.